

American Embassy, Amman

Vacancy Announcement

2013 Seasonal Hire Program – Winter Season

ANNOUNCEMENT NUMBER: 13-105

OPEN TO:	US Eligible Family Member (US EFM) students, full-or-part time programs, ages 16-24, of Direct-Hire employees officially and physically posted to Amman
OPENING DATE:	Thursday, November 14
CLOSING DATE:	Wednesday, November 27
SALARY:	U.S. Minimum Wage of \$7.25 per hour

The Overseas Seasonal Hire Program (OSHP) is designed to facilitate the employment of U.S. direct-hire Eligible Family Member (EFM) students and to provide clerical and administrative support to posts abroad during the longer school breaks. Students who are interested in applying for the positions listed in section "H" should carefully review the information provided in sections A through G on eligibility, how to apply, selection process, and security clearance.

Although the OSHP is a Department of State employment program, Mission Amman collaborates to offer a unified program in which positions at any Agency under Chief of Mission Authority can advertise and fill their Seasonal Hire needs. HR Amman will accept all applications, and an employment panel will be formed to place students into positions. All EFM students can apply to the program; however, qualifying EFM students from those participating Agencies will be given priority consideration.

A. ELIGIBILITY REQUIREMENTS

The OSHP is intended for EFMs who are officially physically and/or geographically resident or attached to the sponsor's post of assignment. Interested applicants **must be willing to work a minimum of three weeks during the winter holiday period from December 1, 2013 to January 11, 2014.** Applicants for seasonal hire positions must meet the following requirements (*Items 1 to 4*):

1. **Citizenship:** Must be a U.S. citizen.
2. **Family Member Status:**
 - Must be a family member of a USG civil, foreign, or military service member assigned to the employing post.
 - Family members attending boarding schools or universities whose *home of record* is the sponsor's post of assignment.
3. **Student Status:** must be a full- or part-time student currently enrolled in a course of study at an educational institution, college, or university within the past 12 months, and who is registered to re-enroll in the immediate upcoming regular school term. Enrollment in an on-line course of study is qualifying. Applicants must present evidence of their student status which post will certify and include with official employment documentation.

4. **Age Requirement:** At the time of their appointment/hire, applicants must be at least 16 years of age, and can be no more than 24. To date, there has been no change or waiver to lower the age for USG seasonal appointees/hires below 16 years.

B. TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Employment (DS-174); **or**
2. A current resume that provides the same information as a DS-174; **and**
3. The date the student can begin work* and the length of time he/she will be available; **and**
4. The position(s) they are applying for, in priority order; **and**
5. Evidence of their student status which post will certify and include with official employment documentation; **and**
6. Name and employing section/agency of their sponsoring family member; **and**
7. **All applications must contain the following statement:** "I am willing and commit to working at least three weeks during the winter OSHP employment period December 1, 2013 to January 11, 2014."

All application packages should be submitted to the Human Resources Office by **COB Wednesday, November 27, 2013**, when the committee will begin assigning students to positions. Applications received after this deadline will be accepted until vacant positions are filled. Applications may be submitted by e-mail to: EllisMA@state.gov. We encourage students to submit their applications as soon as possible and begin the non-sensitive/sensitive security clearance process.

***NOTE:** Students must begin on the first work day of a pay period: December 1st or December 15th.

C. SELECTION PROCESS

The Employment Panel will jointly evaluate each individual candidate in accordance with the qualifications required, education level preference, as well as students' availability dates. As noted above, qualifying EFM students from those participating agencies will be given priority consideration. It is the responsibility of each applicant to ensure they provide all information in Section "B" at the time of application.

D. LETTERS OF EMPLOYMENT

Each successful applicant will be issued an offer of employment, which must be signed before the employee begins to work. The letter will specify the salary, period of employment and other terms and conditions of employment.

E. NOTIFICATION OF FINAL DAY OF WORK

All seasonal-hire employees are **required** to submit a letter of resignation with a forwarding address to the HR Office at least one full week before their last day.

F. EMPLOYMENT PERIOD

All appointments will end on January 11, 2014. Students must be willing and commit to work a minimum of three weeks to be eligible.

G. SECURITY CLEARANCES

Individuals hired for non-sensitive positions are subject to national agency checks with inquiries (NACI), on a post-hire basis. Parent(s) will be required to sign an "Affidavit Regarding Non-Sensitive Security

Review of Dependent” for RSO review and processing. Those hired for sensitive positions will be required to submit their security form, Standard Form 86, Questionnaire for Sensitive positions, using OPM’s electronic processing (eQIP) application and receive clearance before starting work.

H. AVAILABLE POSITIONS – *ALL POSITIONS SUBJECT TO FUNDS AVAILABILITY*

H1 . DPO Mail Assistant

Section: IPC

Work Schedule: Full-time (40 hours / week)

Security Clearance: Non-sensitive

Student Education: Some College

Description: Student will assist the DPO manager in dispatching and receiving the unclassified pouch as well as sorting and distributing DPO mail.

Qualification: Applicant must have ability to sort mail, must be familiar with Microsoft suite, able to lift 50 pounds and have basic computer skills.

H2 . DPO Mail Assistant

Section: IPC

Work Schedule: Full-time (40 hours / week)

Security Clearance: Non-sensitive

Student Education: Some College

Description: Student will assist the DPO manager in dispatching and receiving the unclassified pouch as well as sorting and distributing DPO mail.

Qualification: Applicant must have ability to sort mail, must be familiar with Microsoft suite, able to lift 50 pounds and have basic computer skills.

H3 . Consular Assistant – Immigrant Visas

Section: Consular

Work Schedule: Full-time (40 hours / week)

Security Clearance: Non-sensitive

Student Education: Some College

Description: Positions entail electronic data entry, scanning documents, filing and sending out mail, scheduling appointments, and general administrative work. Will work closely with other consular colleagues in a team setting.

Qualification: Applicant must have strong interpersonal and excellent computer skills (MS Word, Excel, Outlook, Power Point, etc.).

H4 . Consular Assistant – American Citizen Services

Section: Consular

Work Schedule: Full-time (40 hours / week)

Security Clearance: Non-sensitive

Student Education: Some College

Description: Positions entail electronic data entry, scanning documents, filing and sending out mail, scheduling appointments, and general administrative work. Will work closely with other consular colleagues in a team setting.

Qualification: Applicant must have strong interpersonal and excellent computer skills (MS Word, Excel, Outlook, Power Point, etc.).

H5. Administrative Assistant

Section: General Services

Work Schedule: Full-time (40 hours/week)

Security Clearance: Non-sensitive

Student Education: Some College

Description: Student will assist with file management – scanning, filing, copying, purging, updating and destroying files; create and maintain databases and spreadsheets.

Qualifications: Applicant must have a very good understanding of Microsoft Word and Excel, knowledge in creating and maintaining databases and have excellent interpersonal skills.

H6 . Warehouse Assistant

Section: General Services,

Work Schedule: Full-time (40 hours/week)

Security Clearance: Non-sensitive

Student Education: Some College

Description: Student will organize and revamp warehouse administrative paperwork to include scanning, filing, copying, purging, updating and destroying files; create and maintain databases and spreadsheets.

Student will help move furniture and items from the warehouse and conduct inventory.

Qualifications: Applicant must have a very good understanding of Microsoft Word and Excel, knowledge in creating and maintaining databases and have excellent interpersonal skills. Must be able to safely lift 70 pounds.

H7. CLO Assistant

Section: Management

Work Schedule: Part Time (20 hours/week)

Security Clearance: Non-sensitive

Student Education: Some College

Description: Student will assist the Community Liaison Office with planning holiday and upcoming events. Will also assist the CLOs with various administrative and clerical tasks.

Qualifications: Applicant must have a very good understanding of Microsoft Word and Excel, knowledge in creating and maintaining databases, be familiar with publishing software, and have excellent interpersonal skills.

I. SALARY:

As a matter of equity and fairness, the Department will offer minimum wage (currently \$7.25 per hour).

CLOSING DATE FOR THESE POSITIONS IS WEDNESDAY, NOVEMBER 27, 2013

The American Embassy in Amman, Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.